

UNCLASSIFIED//

Subject: REGIONAL CONTRACTING OFFICE, MARINE CORPS INSTALLATIONS EAST 2010 FISCAL YEAR CLOSEOUT OPEN PURCHASE GUIDANCE//
Originator: CO MCB CAMP LEJEUNE NC CONT(UC)
DTG: 251815Z Feb 10 **Precedence:** ROUTINE **DAC:** General
To: CG II MEF G4(UC), CG 2ND MARDIV G4(UC), CG 2D MLG G4(UC), CG 2ND MAW G4(UC), CO MCAS BEAUFORT SC(UC), CO MCB CAMP LEJEUNE NC(UC), MCAS CHERRY POINT CO(UC), CO MCLB ALBANY GA(UC), MCAF QUANTICO VA S4(UC), MCAS NEW RIVER NC CO(UC), CG MCIEAST G4-G6-G9(UC)
Cc: CG MCIEAST(UC)

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 POC/PADGETT, L.C./CIV/GCPC APC/LOC:MCB CAMP LEJEUNE/TEL:910 451-7852/E-MAIL: LU.PADGETT@USMC.MIL//
 REF/A/MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT SUBPART 17.5//
 REF/B/MCO 4400.16G//
 REF/C/MARADMIN 591/08
 RMKS/1. THIS IS A COORDINATED MCIEAST COMPTROLLER, II MEF COMPTROLLER AND REGIONAL CONTRACTING OFFICE EAST (RCO-EAST) MESSAGE. THE PURPOSE OF THIS MESSAGE IS TO ESTABLISH FIRM OPEN-MARKET PROCUREMENT CUT-OFF DATES FOR OPEN PURCHASE REQUIREMENTS IN ORDER TO SUPPORT SUCCESSFUL FISCAL OBLIGATION CLOSE OUT FOR MCIEAST AND II MEF SUPPORTED COMMANDS.

2. OPEN MARKET SUBMISSION CUT-OFF DATES SUBMITTED AS FOLLOWS:

PROCUREMENT REQUIREMENT	CUT-OFF DATE
\$1,000,000.01 OR MORE	01 MAY 10
\$100,000.01 - \$1,000,000.00	01 JUL 10
\$25,000.01 - \$100,000.00	01 AUG 10
\$3,000.01 - 25,000.00	15 AUG 10

DATES LISTED ABOVE ARE THE LAST DAY FOR SUBMISSION AND ACCEPTANCE OF REQUIREMENTS TO BE PROCURED ON THE OPEN MARKET AND DELIVERY ORDERS AGAINST ESTABLISHED GOVERNMENT CONTRACTS. REQUIREMENTS SUBMITTED AFTER THE NOTED CUT-OFF DATES WILL BE PROCURED AS APPROVED BY THE COMMANDING GENERAL, MCIEAST.

3. ALL INTERAGENCY TRANSFER SUPPORT REQUIREMENTS MUST BE SUBMITTED TO MCIEAST RCO BY COB OF THE BELOW LISTED DATES DUE TO ADMINISTRATIVE REVIEW AND PROCESSING TIME REQUIRED BY CONTRACTING, COMPTROLLER, MANPOWER, G-6, LEGAL ENTITIES AND HQMC AS APPLICABLE. REF A PROVIDES DETAILED OVERVIEW OF TRANSFER REQUIREMENTS AND TYPES. THE RCO WEB SITE PROVIDES ADMINISTRATIVE REQUIREMENTS.

ECONOMY ACT ORDERS		
ASSISTING ACTIVITY	THRESHOLD	CUT OFF DATE
DOD AGENCY	\$2,500 TO \$5 MILLION	01 AUG 10
DOD AGENCY	\$5 MILLION OR GREATER	15 JUL 10
NON DOD AGENCY	\$2,500 OR GREATER	15 JUL 10

NON ECONOMY ACT ORDERS		
ASSISTING ACTIVITY	THRESHOLD	CUT OFF DATE
NON DOD AGENCY	\$2,500 TO \$5 MILLION	01 AUG 10
NON DOD AGENCY	\$5 MILLION OR GREATER	15 JUL 10

4. SUPPORTED UNITS WILL SCREEN MANDATORY FEDERAL SOURCES OF SUPPLY PRIOR TO SUBMITTING REQUIREMENTS TO MCIEAST RCO. THOSE REQUIREMENTS UNABLE TO BE SOURCED FROM MANDATORY SOURCES WILL BE SUBMITTED TO MCIEAST RCO UTILIZING PR BUILDER. PR SUBMISSION MUST INCLUDE TECHNICAL POC INFORMATION, A DETAILED DESCRIPTION OF THE REQUIREMENT, REASONABLE REQUIRED DELIVERY DATE, AND A VALID LINE OF ACCOUNTING. WAIVERS OR AUTHORIZATIONS ARE REQUIRED FOR ALL INFORMATION TECHNOLOGY SUPPLIES AND SERVICES IAW REF C, FOR PERSONNEL SUPPORT EQUIPMENT (FURNITURE), AND FOR VEHICLE REQUIREMENTS. JUSTIFICATION STATEMENTS MUST BE SUBMITTED BY REQUIREMENT GENERATORS FOR ALL SOLE SOURCE REQUIREMENTS AND URGENT REQUIREMENTS TO SUBSTANTIATE LIMITING COMPETITION IN SOURCING COMMERCIAL REQUIREMENTS. ADDITIONAL GUIDANCE FOR SOLE SOURCE AND URGENT

JUSTIFICATION STATEMENTS ARE PROVIDED ON THE RCO WEBSITE:

[HTTP://WWW.MARINES.MIL/UNIT/MCBLEJEUNE/CONTRACTING/PAGES/DEFAULT.ASPX](http://www.marines.mil/unit/mcblejeune/contracting/pages/default.aspx).

5. URGENT PR REQUIREMENTS WILL CITE APPROPRIATE PRIORITY DESIGNATION AND MEET REQUIREMENTS OF REF B, TO INCLUDE BN/SQDRN COMMANDING OFFICER APPROVAL OR DELEGATION OF CO APPROVAL AND EMERGENCY IMPACT STATEMENT SUBSTANTIATING MISSION ESSENTIALITY. A POTENTIAL LOSS OF FUNDS DOES NOT CONSTITUTE AN EMERGENCY AND WILL NOT BE THE BASIS FOR ACCEPTANCE OF A REQUISITION.

6. IN ACCORDANCE WITH THE FEDERAL ACQUISITION REGULATIONS, REQUISITIONS WILL NOT BE SPLIT TO MEET THE DOLLAR THRESHOLD ESTABLISHED IN PARA 2. CALL THE RCO-EAST AT 451-7843 FOR FURTHER GUIDANCE, OR VISIT OUR WEBSITE.

7. UNITS ARE HIGHLY ENCOURAGED TO IDENTIFY DEFICIENCIES, PREPARE DRAFT PR, DEVELOP APPROPRIATE JUSTIFICATIONS AND MAKE RAPID LIAISON IN ORDER TO OBTAIN APPLICABLE AUTHORIZATIONS TO PREPARE FOR ADDITIONAL YEAR END FUNDING RECEIVED FROM HIGHER HEADQUARTERS. ALL PR RESULTING FROM YEAR END PLUS-UPS MUST MEET APPLICABLE REQUIREMENTS NOTED IN PARAGRAPHS 4 - 6 AND ALL MUST BE SUBMITTED WITH A CORRESPONDING URGENCY JUSTIFICATION STATEMENT. AFTER PRIOR COORDINATION WITH THE MCIEAST CHIEF OF CONTRACTING, PROCUREMENTS WITH A LONG EXPECTED LEAD TIME MAY BE SUBMITTED ON PR "SUBJECT TO AVAILABILITY OF FUNDS". THIS WILL ALLOW CONTRACTING TO REVIEW THE REQUIREMENT AND, IF TIME ALLOWS, TAKE SOME ADVANCE ACTION TO PREPARE A SOLICITATION.

8. THE GOVERNMENT COMMERCIAL PURCHASE CARD SINGLE PURCHASE LIMIT MAY BE INCREASED TO PAY FOR COMMERCIAL TRAINING IN CONJUNCTION WITH A COMPLETED SF 182 EQUAL TO OR LESS THAN \$25,000. THE SF182 MUST STATE "THIS TRAINING IS NOT OFFERED OR AVAILABLE THROUGH ANY LOCAL, STATE, OR FEDERAL GOVERNMENT AGENCY" IN BLOCK 19. FOR TRAINING ABOVE THE MICRO PURCHASE THRESHOLD OF \$3,000, THE SF182, PURCHASE REQUEST AND ALL SUPPORTING DOCUMENTATION MUST BE SUBMITTED TO THE AGENCY PROGRAM COORDINATOR (APC) FOR APPROVAL BEFORE TRAINING IS CONTRACTED OR CONDUCTED.

9. THE RCO HAS COMPLETED A REVIEW OF BPA USE AND DETERMINED THAT MANY BPA HAVE BEEN USED EXCLUSIVELY FOR PURCHASES THAT COULD BE USED WITH THE GCPC CARD. THESE BPA WILL BE CANCELED. ADDITIONALLY, EFFECTIVE 1 FEB, UNITS HAVE BEEN AUTHORIZED TO USE THE GCPC FOR ALL PURCHASES UNDER \$3000 THAT THEY PREVIOUSLY PURCHASED WITH A BPA. AS WITH BPA, THE PURCHASE CARD HOLDERS WILL ROTATE SOURCES AMONG MULTIPLE VENDORS FOR LIKE ITEMS. THIS WILL CONTINUE TO BE REVIEWED DURING GCPC AUDITS. BPA USERS ARE ENCOURAGED TO CONTACT THEIR BPA BUYER AT THE CONTRACTING OFFICE FOR CLARIFICATION.

10. REQUEST WIDEST DISTRIBUTION TO ALL TENANT COMMANDERS, COMPTROLLERS, SUPPLY OFFICERS AND FUND ADMINISTRATORS.// BT